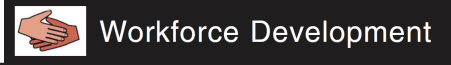


Getting a Job (300s)



Study Schedule

Name: _____ Date: _____

To the Instructor: Record the student's prescription for instruction on this document. See the Instructor's Guide section titled "The Five Steps" on pages 24-27 for complete directions.

To the Student: Record your progress through Workforce Development, Getting a Job (300s), on this document. Look at the box in the upper left-hand corner of each lesson block. If you find a check there, you should complete that lesson. Begin with the first lesson checked, and work through the lessons in number order. Record the dates that you begin and complete lessons. Record the dates that you complete lesson worksheets. Your Instructor will record your Mastery Test scores.

Entry Test: Pre _____ Post _____

Lesson 310 - Making Career Decisions	<input type="checkbox"/>	Entry Test Items 1 2 3 4 5	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____		Mastery Test Score Mastery = 90% A _____ B _____
	Worksheets	Date Completed	Notes
	310A Your Values	_____	
	310B Your Needs	_____	
	310C Your Interests	_____	
	310D Putting Your Skills to Work	_____	
	310E Beginning to Set Career Goals	_____	

Lesson 320 - Looking for Employment	<input type="checkbox"/>	Entry Test Items 6 7 8 9 10	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____		Mastery Test Score Mastery = 90% A _____ B _____
	Worksheets	Date Completed	Notes
	320A Networking	_____	
	320B Help Wanted Ads	_____	
	320C Employment Agencies	_____	
	320D Sources of Job Information	_____	
	320E Time for Your Job Search	_____	

Lesson 330 - Preparing Your Resume	<input type="checkbox"/>	Entry Test Items 11 12 13 14 15	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____		Mastery Test Score Mastery = 90% A _____ B _____
	Worksheets	Date Completed	Notes
	330A Work Experience Section	_____	
	330B Education Section	_____	
	330C Optional Information	_____	
	330D Preparing Your Resume	_____	
	330E References	_____	

Lesson 340 - Applying for a Job	<input type="checkbox"/>	Entry Test Items 16 17 18	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____		Mastery Test Score Mastery = 90% A _____ B _____
	Worksheets	Date Completed	Notes
	340A Applying for a Job in Person	_____	
	340B Applying for a Job by Phone	_____	
	340C Applying for a Job in Writing	_____	

Lesson 350 - Completing a Job Application	<input type="checkbox"/>	Entry Test Items 19 20 21 22 23 24	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____		Mastery Test Score Mastery = 90% A _____ B _____
	Worksheets	Date Completed	Notes
	350A Personal Information	_____	
	350B Education	_____	
	350C Employment History	_____	
	350D References	_____	
	350E Completing a Job Application	_____	

Lesson 360 - Making Your Interview Count, Part 1	<input type="checkbox"/> Entry Test Items 25 26 27 28	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____	
	Mastery Test Score Mastery = 90% A _____ B _____	
	Worksheets Date Completed 360A Appearance: Good Personal Hygiene _____ 360B Appearance: Clothing and Jewelry _____ 360C Appearance: Other Aspects _____ 360D Appropriate Manners for a Job Interview _____	Notes

Lesson 370 - Making Your Interview Count, Part 2	<input type="checkbox"/> Entry Test Items 29 30 31 32	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____	
	Mastery Test Score Mastery = 90% A _____ B _____	
	Worksheets Date Completed 370A Before Your Interview _____ 370B Appropriate Interview Responses _____ 370C The Interview as Practice _____	Notes

Lesson 380 - Managing Your Job Search	<input type="checkbox"/> Entry Test Items 33 34 35 36 37	Entry Rating Satisfactory _____ Unsatisfactory _____
	Date Begun _____ Date Completed _____	
	Mastery Test Score Mastery = 90% A _____ B _____	
	Worksheets Date Completed 380A Using a Job Search Chart _____ 380B Maintaining Your Network of Contacts _____ 380C Writing Thank-you Notes _____	Notes

End-of-System Evaluation

Exit Test: Pre _____ Post _____

	Exit Test Items					Exit Rating		
Competency 1 Lesson 310 Making Career Decisions	1	2	3	4	5	Satisfactory _____	Unsatisfactory _____	
Competency 2 Lesson 320 Looking for Employment	6	7	8	9	10	Satisfactory _____	Unsatisfactory _____	
Competency 3 Lesson 330 Preparing Your Resume	11	12	13	14	15	Satisfactory _____	Unsatisfactory _____	
Competency 4 Lesson 340 Applying for a Job	16	17	18			Satisfactory _____	Unsatisfactory _____	
Competency 5 Lesson 350 Completing a Job Application	19	20	21	22	23	24	Satisfactory _____	Unsatisfactory _____
Competency 6 Lesson 360 Making Your Job Interview Count, Part 1	25	26	27	28			Satisfactory _____	Unsatisfactory _____
Competency 7 Lesson 370 Making Your Job Interview Count, Part 2	29	30	31	32			Satisfactory _____	Unsatisfactory _____
Competency 8 Lesson 380 Managing Your Job Search	33	34	35	36	37		Satisfactory _____	Unsatisfactory _____

Student has successfully completed Getting a Job (300s) Date: _____

Instructor's Signature: _____